

South Pasadena Community Services Department

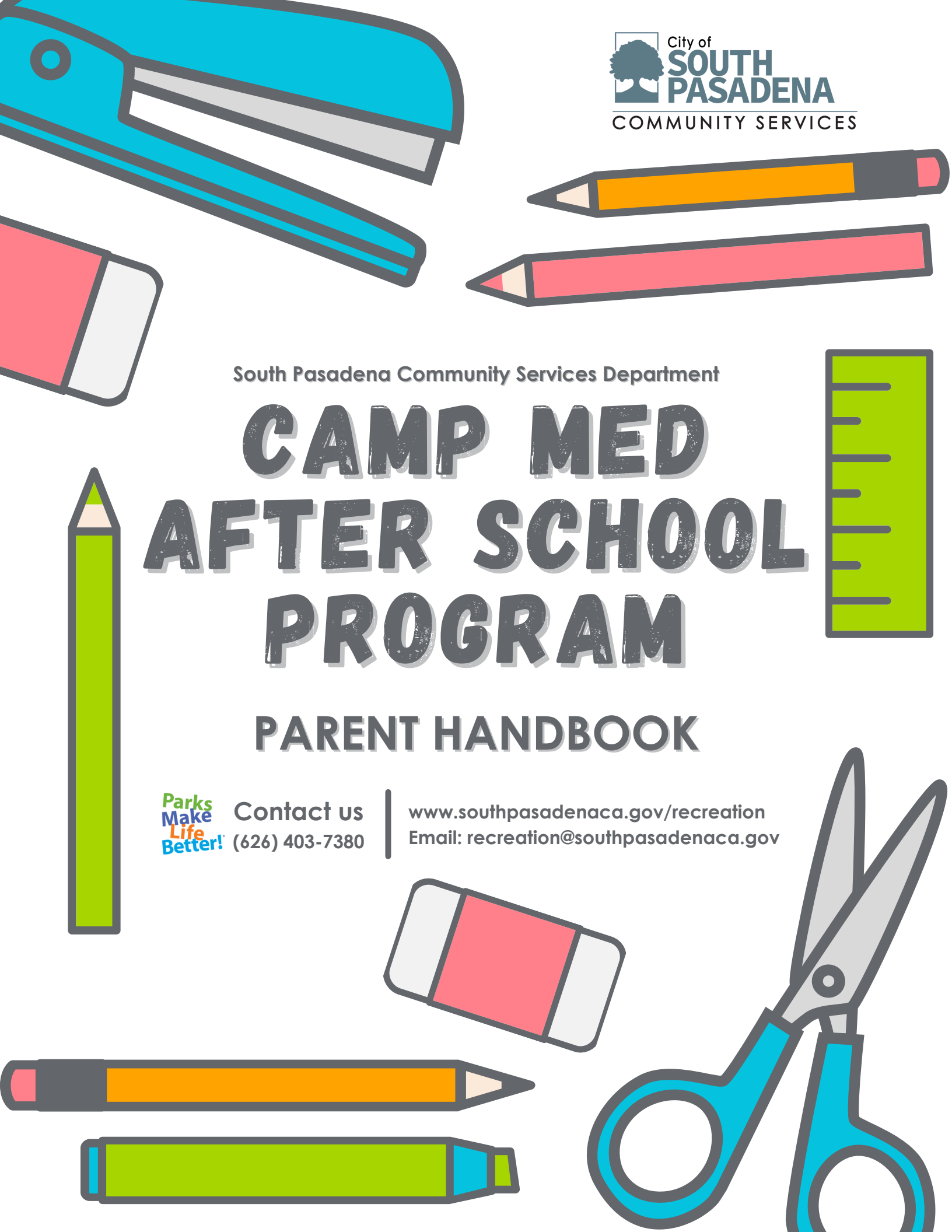
# CAMP MED AFTER SCHOOL PROGRAM

## PARENT HANDBOOK

**Parks  
Make  
Life  
Better!**

Contact us  
(626) 403-7380

[www.southpasadenaca.gov/recreation](http://www.southpasadenaca.gov/recreation)  
Email: [recreation@southpasadenaca.gov](mailto:recreation@southpasadenaca.gov)



# COVID-19 INFORMATION

**Please be advised that protocols may change as health orders are updated. We will continue to follow Los Angeles Department of Public Health's Reopening Protocol for Day Camps: Appendix K.**

## **Face Masks**

- All participants must wear a face mask, except while napping, eating/drinking, or engaging in outdoor activities that require heavy exertion (such as jogging).
  - Masks are recommended for participants when participating in outdoor activities where physical distancing is not possible.

## **Recreational Space & Cohorts**

- Camp activities, indoor and out, are carried out in stable groups that maintain physical distancing among participants and staff.
- Stable group size may not exceed a maximum of 24 campers and two supervising adults.
- Groups or cohorts will remain stable for the entire week, no changes in groups will be allowed.

## **Entry Screenings**

- Participants will be screened upon arrival.
- Participants will not be able to enter the facility if their temperature reads 100.4 or higher.
- Participants may not attend camp if they or any member in their household has had symptoms of COVID-19 in the 72 hours prior to camp; Or if the participant has had exposure to a confirmed case of COVID-19 in the last 14 days.
- If a participant exhibits symptoms during camp, parents or authorized persons will be contacted for immediate pick up.

## **Healthy Hygiene Practices**

- Frequent hand washing or hand sanitizing will be programmed into the camp's schedule.
- Equipment will be cleaned, sanitized, and disinfected frequently.
- Staff will teach and reinforce washing hands, avoiding contact with one's eyes, nose and mouth, covering coughs and sneezes, and proper use of a face covering.

**We are happy to have all our participants back and are looking forward to a successful and safe school year!**

**For questions or concerns, contact the Recreation Division at  
(626) 403-7380 or [recreation@southpasadenaca.gov](mailto:recreation@southpasadenaca.gov)**

# DAILY SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:00-3:30 p.m. Sign-In/Free Play	3:00-3:30 p.m. Sign-In/Free Play	3:00-3:30 p.m. Sign-In/Free Play	3:00-3:30 p.m. Sign-In/Free Play	1:15-1:45 p.m. Sign-In/Free Play
3:30-3:45 p.m. Snack	3:30-3:45 p.m. Snack	3:30-3:45 p.m. Snack	3:30-3:45 p.m. Snack	1:45-3:00 p.m. Organized Activity
3:45-4:30 p.m. Homework Time	3:45-4:30 p.m. Homework Time	3:45-4:30 p.m. Homework Time	3:45-4:30 p.m. Homework Time	3:00-3:30 p.m. Arts & Crafts
4:30-5:15 p.m. Field Sports	4:30-5:15 p.m. Organized Activity	4:30-5:15 p.m. Science Activity	4:30-5:15 p.m. Arts & Crafts	3:30-3:45 p.m. Snack
5:15-5:45 p.m. Organized Games	5:15-5:45 p.m. Arts & Crafts	5:15-5:45 p.m. Field Games	5:15-5:45 p.m. Field Games	3:45-5:15 p.m. Movie
5:45-6:15 p.m. Free Play/Sign-Out	5:45-6:15 p.m. Free Play/Sign-Out	5:45-6:15 p.m. Free Play/Sign-Out	5:45-6:15 p.m. Free Play/Sign-Out	5:15-6:00 p.m. Free Play/Sign-Out

## TELEPHONE NUMBERS

**Camp Med**  
(626) 403-7386

**Camp Med Mid-Level**  
(626) 403-7391

**Recreation Office**  
(626) 403-7380

*(Changes in schedule, billing or registration should be made through the Recreation Office)*

**Camp Med Director**  
(626) 403-7392

**Community Services Supervisor**  
(626) 403-7321

**Email**  
[recreation@southpasadenaca.gov](mailto:recreation@southpasadenaca.gov)

## HOURS OF OPERATION

**Monday through Thursday; 2:30 p.m. to 6:15 p.m.**  
**Friday; 1:00 p.m. to 6:00 p.m.**

Running late to pick up your child? After the first 5 minute grace period, you will be charged \$3.10\*/minute per child. If your child is not picked up by 6:30 p.m., a staff member will escort the child to the South Pasadena Police Station, located at 1422 Mission Street, for pick up.

**South Pasadena Police Station: (626) 403-7270**

# PICK-UP PROCEDURES

We provide pick-up from Arroyo Vista, Monterey Hills, and Marengo Elementary Schools. A Community Services Department Transit bus will pick-up participants from Monterey Hills and Marengo. Participants from Arroyo Vista will walk back to Camp Med with a Community Services staff. Staff will meet participants at dismissal time.

## MEETING AREAS

**Arroyo Vista & Monterey Hills Elementary Schools:**

Lunch tables

**Marengo Elementary School:**

Tables by the school entrance

Staff will have rosters, will be wearing Camp Med staff shirts, and have their City badges at pick-up. Participants must meet staff at the meeting area, if they are not at the location by the last dismissal time, staff will leave to return to Camp Med.

**Parents must notify the Recreation Office at (626) 403-7380 of any schedule changes by 12:00 p.m.**

## SIGN IN & OUT POLICY

Only authorized persons listed on application may sign participants in and out each day. No persons under the age of 18 will be allowed to pick up participants.

**Staff are directed to request a valid photo I.D. from the person(s) picking up the participant.**

In the event that a participant is involved in shared custody or guardianship, we must adhere to legal court documents and family case law if custodial issues arise.

- We must have on file a written court document regarding billing, custodial days, and restraining orders.

**Such orders must be updated if changed.**

- Unless otherwise written, we provide equal access to the participant and to information regarding a participant to both parents.
- In case of a site closure or emergency, we will notify the custodial parent for pick up. If we cannot reach the custodial parent, we will notify the non-custodial parent and authorized adults for pick up.

# BEHAVIOR MANAGEMENT POLICY

It is our goal to provide a fun, healthy, and safe camp environment for all participants. It is important that staff are aware of any issues that may affect participant behavior so that we can support their successful participation in camp.

**Serious concerns and/or repeated concerns may result in the immediate suspension or dismissal from Camp Med.**

Staff will follow the following behavior management plan:

- 1st Incident - Correction: verbal warning, camper is reminded of rules.
- 2nd Incident - Safe Place: participant is asked to briefly sit out of activity, but within the area of staff supervision.
- 3rd Incident - Communication with Program Specialist/Parent: Removal from activity and conference with Program Specialist and parent.
- 4th Incident - Suspension/Dismissal: Removal from activity and conference with Program Specialist, Supervisor, and parent. Serious or continuing problems may result in immediate suspension or dismissal from Camp Med.

**NOTE: Refund(s) will not be issued for suspension or dismissal.**

## MEDICATION

If your participant arrives at the program sick or becomes ill during the day, you will be notified. Arrangements will then have to be made to have your child picked up within one (1) hour. Participants may not return to the program for 24 hours.

If we will be administering any medication to your participant, a prescription from the doctor is required with complete instructions and exact dosage. The medication must be in the original prescription bottle and given to the Camp Director.

**Participants are not allowed to possess or administer their own medication.**

Our program has a no nit (lice) policy: if your participant comes to the program with lice or nits, they will need to be picked up IMMEDIATELY. They will not be able to attend until all nits are gone. Head checks will be conducted as needed.

# HOMework TIME

Homework time is from 3:45 p.m. to 4:30 p.m.

Staff will be available to answer any homework related questions your participant may have.

## SNACKS

We provide a snack every day at 3:30 p.m.

We will have the snack list posted on the information board at Camp Med. If you would like to provide your participant with additional snacks, you may do so. If your child has any allergies, please make sure to include that information on the application.



## SPECIAL DATES & CLOSURES

### THANKSGIVING BREAK

MONDAY 11/22	TUESDAY 11/23	WEDNESDAY 11/24	THURSDAY 11/25	FRIDAY 11/26
7:30 a.m.-6:00 p.m.	7:30 a.m.-6:00 p.m.	7:30 a.m.-6:00 p.m.	CLOSED	CLOSED

### SPRING BREAK

MONDAY 3/28	TUESDAY 3/29	WEDNESDAY 3/30	THURSDAY 3/31	FRIDAY 4/1
7:30 a.m.-6:00 p.m.	7:30 a.m.-6:00 p.m.	7:30 a.m.-6:00 p.m.	7:30 a.m.-6:00 p.m.	7:30 a.m.-6:00 p.m.

### CITY HOLIDAY CLOSURES

**9/6 LABOR DAY**

**11/25 & 11/26 THANKSGIVING**

**1/17 MLK DAY**

**\*10/11 COLUMBUS DAY**

**12/24 CHRISTMAS**

**2/21 PRESIDENTS' DAY**

**11/11 VETERAN'S DAY**

**12/31 NEW YEAR'S DAY**

**5/30 MEMORIAL DAY**

Camp Med will NOT be open on the days that the schools are closed, excluding Thanksgiving and Spring Break. Please note: Camp Med will be closed on all City holidays and pupil free days. It is the responsibility of the parent(s) to check the District/School website for updates as well as early dismissal days.

**\*Schools are open on Columbus Day, but Camp Med will be closed.**



# REGISTRATION & PAYMENT POLICY

## CAMP MED FEES

<b>1st Participant</b>	\$376 for 4 weeks \$282 for 3 weeks*
<b>Each Additional Participant</b>	\$356 for 4 weeks \$267 for 3 weeks*

## BREAK PROGRAMS

<b>Thanksgiving Break</b> 11/22 - 11/24	\$97 for 1st participant \$92 for each additional participant
<b>Spring Break</b> 3/28 - 4/1	\$157 for 1st participant \$146 for each additional participant

## PAYMENT POLICY

**Camp Med After School Program has a monthly payment policy.**

- A completed application is required for each participant with full payment for the first month on the day of registration.
- A credit card number is required to remain on file for auto pay system.
- Credit cards will be charged based on the payment schedule listed below and are subject to a credit card processing fee.
- The payment period does not include Thanksgiving or Spring Break programs.
- Participants enrolled who are not in attendance every day, due to illness or any reason, must still pay for the entire month they are enrolled.
- If there is an outstanding balance, the participant will not be allowed to return to Camp Med. Balance will need to be paid or the account will be turned into the Finance Department for collections.
- There are no make-up days, refunds, or credits if the participant misses day(s) or week(s).

**Payment must be brought up to date no later than the Friday after the payment due date.**

**Failure to do so will result in your child being dropped from the pick-up roster. If there are more than two (2) delayed payments, your child may be suspended from the program. A 5% delinquent fee will be added to any outstanding balance you incur.**

PAYMENT DUE	MONTHLY CYCLE	MONTHLY COST PER CHILD
July 12 <sup>th</sup> – August 11 <sup>th</sup>	August 12 <sup>th</sup> – September 3 <sup>rd</sup>	\$376
September 1 <sup>st</sup>	September 6 <sup>th</sup> – October 1 <sup>st</sup>	\$376
September 29 <sup>th</sup>	October 4 <sup>th</sup> – October 29 <sup>th</sup>	\$376
*October 27 <sup>th</sup>	November 1 <sup>st</sup> – November 19 <sup>th</sup>	\$282 (EXCLUDES THANKSGIVING BREAK)
November 24 <sup>th</sup>	November 29 <sup>th</sup> – December 22 <sup>nd</sup>	\$376 (CLOSED FOR WINTER BREAK)
January 5 <sup>th</sup>	January 10 <sup>th</sup> – February 4 <sup>th</sup>	\$376
February 2 <sup>nd</sup>	February 7 <sup>th</sup> – March 4 <sup>th</sup>	\$376
*March 2 <sup>nd</sup>	March 7 <sup>th</sup> – March 25 <sup>th</sup>	\$282 (EXCLUDES SPRING BREAK)
March 30 <sup>th</sup>	April 4 <sup>th</sup> – April 29 <sup>th</sup>	\$376
May 27 <sup>th</sup>	May 2 <sup>nd</sup> – May 27 <sup>th</sup>	\$376
*May 25 <sup>th</sup>	May 30 <sup>th</sup> – June 2 <sup>nd</sup>	\$94



**Contact us**  
(626) 403-7380

[www.southpasadenaca.gov/recreation](http://www.southpasadenaca.gov/recreation)  
Email: [recreation@southpasadenaca.gov](mailto:recreation@southpasadenaca.gov)

